

POSITION DESCRIPTION

HUMAN RESOURCES DIVISION

AGENCY
FRANKLIN COUNTY
DIVISION OR INSTITUTION
SHERIFF'S OFFICE
UNIT OR OFFICE
CORRECTIONS

POSITION CONTROL NUMBER	State Agency	X	County Agency	X	New Position	Change	COUNTY OF EMPLOYMENT FRANKLIN
	USUAL WORKING TITLE OF POSITION CORRECTIONS SERVICES COORDINATOR					POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR CORPORAL	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) FROM: VARIES TO:						
	JOB DESCRIPTION AND WORKER CHARACTERISTICS						
CLASS TITLE Corrections Services Coordinator	%	Job Duties in order of Importance				Minimum Acceptable Characteristics	
	34	Monitors recreation and/or visitation programs & activities in progress. Maintains accurate records on use of equipment & facilities; maintains records of program participation, professional visits, clergy visits, personal visits, property being left for inmates, mail. Sorts and searches mail for contraband; sorts for distribution through facility. Coordinates with staff for visitation and delivery of mail.				Knowledge of methods & techniques of monitoring inmates*; Office rules, policies & procedures*; laundry operational practices & procedures; safety practices associated with use of laundry equipment, searching mail for contraband*; inventory control. Skill in operation of laundry equipment, recreational equipment. Ability to deal with variables in somewhat unfamiliar context; understand technical & verbal instructions associated with operating laundry facility/recreational activity; gather, collate & classify information about data, people or things; use a personal computer; lift up to 25 lbs. repeatedly; move limbs/fingers easily to perform manual functions repeatedly; ability to calculate fractions & percentages.	
	33	Plans, directs and coordinates all operations of institution laundry (e.g., washing, drying and repairing clothing, towels and linens), monitors inmates in classifying, washing, drying, folding and checking laundry, inspects work in progress & in completion, assigns work to inmates and monitors collection/return of laundry. Trains inmates assigned to laundry; reports issues thru chain of command for laundry equipment, repairs, and supplies related to laundry; maintains safety and sanitation within laundry. Prepares and maintains accurate records of all operations of laundry				Must have a legal right to work in the United States.	
	33	Using a personal computer to access information in the Jail Management System answers questions from public, other agencies, and staff. Other duties as assigned.				*may be developed after employment	
CLASS NUMBER 42541	List Position Numbers and Class Titles of positions directly supervised					SIGNATURE OF AGENCY REPRESENTATIVE	
						ZACH SCOTT, SHERIFF	
					DATE		